QUICK TAKES FOR PAYMENT ACCURACY
October 2007

THINGS TO REMEMBER
PREVENTING ERRORS

1. DATA ENTRY/KEYING

- Review your DSS-8590 to ensure that old income and deductions have been deleted. Double check to ensure that the correct income and deduction figures have been entered correctly.
- Review your DSS-8590 with your workbook information and documentation.
- Complete a SLAW budget prior to keying into FSIS. Review the SLAW with the DSS-8590 information that was keyed. Correct any discrepancies.
- Review DSS-8590 for any numbers that may have been transposed.
- Annotate changes/deletions on the most current DSS-8590 and use for keying

2. INCOME CALCULATIONS

- Calculate earned and unearned income separately.
- Key the earned income in the earned income field and the unearned income in the unearned income fields on the DSS-8590.
- Use base period wages/income. If the base period income is not representative, document why and why what is being used is representative.
- Review pay stubs and other wage verifications to identify the date that pay was actually received.
- Review pay period ending dates versus the actual pay date for missing check stubs.
- Review pays to ensure that all pays are representative. If not, document why.
- Review the number of hours worked per week and the frequency of pay. Calculate accordingly.
- Review pay stubs for possible deductions or income exclusions such as child care, rate of pay increases, or garnishment for legally obligated support
- Prorate income of an ineligible alien.
- DOUBLE CHECK YOUR CALCULATIONS!!!

3. CHILD SUPPORT -- OLV

- Review ACTS printout (from OLV) and determine the LSO and arrearage amounts
- Review DSS-2435SR for reported information by the household. Document the reported information.
- Review the child support history (as far back as necessary) for each AP to determine the frequency of support paid.
- Calculate child support from each AP separately based on frequency of pay.
- Document and show how the budgeted amount was calculated. REMEMBER if QC can follow what you do and it is clear and concise, they will use what you use!

4. SOCIAL SECURITY/SSI INCOME -- OLV

- Review OLV and SDX printouts very carefully. Review each page, individual results, and summary page. You will be looking for the following:

    --Possible Dual entitlement. Verify if one or two checks are being received.
    --Other possible income. The summary page will give you a lead. It is not verification.
    --Gross vs. Net income. There may be an over issuance of SSA or SSI. Is there a repayment to the same source? Is the client responsible for a Medicare premium?

- Review the information that the household reports and/or provides. Document the information and ACT on it.

5. STANDARD UTILITY ALLOWANCE

- **At recertification, REVIEW THE CASE FILE to determine if the SUA has already been verified for the current address, and if so, ALLOW the deduction if there have been no changes.**
- **Review the OLV printout and ALLOW the SUA if the FNSU has received a LIEAP check, for its current address, in the past 12 months even if the client is no longer responsible for the heating/cooling expense.**
- **When two FNS units share a residence and each pay towards the SUA, allow the full SUA for each FNS unit's respective size. DO NOT PRORATE the SUA.**

6. SHELTER DEDUCTIONS

- **At recertification, REVIEW THE CASE FILE to determine if shelter deductions have been provided for the current address, and if so, ALLOW the deduction. The age of the verification is not an issue, if there have been no changes.**
- **PRORATE shelter deductions being paid by an ineligible alien. This would include rent, mortgage, property taxes and insurance.**